

# Response Item Instructions

Some of the Response Items may not need to be completed. Discuss the Response Items for completion with your Regional Office Contract Manager prior to preparing your responses.

This portion of the Plan Modification Guide is divided into three sections:

Section One: *Capacity Response Items*  
Section Two: *Program Response Items*  
Section Three: *Targeted Outcomes Response Items*

Each section contains one or more subsections, identified by the section number followed by a letter:

- 1.A Management of Contract Costs (Required)
- 2.A Up-front Workforce Attachment Services
- 2.B Job Development, Retention and Advancement
- 2.C Community Service Job (CSJ) Administration
- 2.D Social Security Disability Income (SSDI) and Supplemental Security Income (SSI) Advocacy
- 2.E W-2 Participant Services Review Prior to Case Closure (Required)
- 2.F Refugee Services Plan (Required for agencies with increased funding due to refugee resettlement)
- 3.A Workforce Attachment and Caseload Fluctuations

Each subsection is then divided into two areas:

**Summary:** Provides a general description of the Department's expectations of the W-2 agency or references to policy communications that outline the expectations.

**Response Items:** Provides information to which the W-2 agency must respond with respect to capacity or program policies and expected outcomes.

*Section One: Capacity Response Items*, W-2 agencies must complete each Response Item.

*Section Two: Program Response Items*, with the exception of subsection 2.E., W-2 agencies have three options when responding to each subsection. Based on a review of your current W-2 Plan and of your agency's implementation of that plan to date, please respond to each subsection in Section Two by choosing one of the three options cited below. Subsection 2.E. must be completed at the level of Option 3.

*Option 1: Not Applicable.* If your agency's current caseload is configured in such a way that the subsection is not applicable to your agency, indicate such with a brief statement. For example, with respect to Subsection 2.B (Community Service Job (CSJ) Administration), if your agency only has a small number of CSJ cases, your service enhancements may focus on the W-2 Transition (W-2 T) population, in which case you may answer "*Not applicable due to caseload configuration.*" If your W-2 agency chooses this option for any subsection, an answer to each Response Item in that subsection is not required.

*Option 2: Current Plan Adequate/Minor Modification.* If your agency's current W-2 Plan and its implementation adequately address or with minor modifications will adequately address the Department's policy priorities as described in the documents referenced in the Summary portion of the subsection, provide a brief narrative description aimed at the larger subsection topic. Include in your narrative positive participant outcomes your agency has been experiencing through implementation of your current W-2 Plan. If your W-2 agency chooses this option for any subsection, an answer to each Response Item in that subsection is not required.

*Option 3: Plan Modification.* If your agency or the Division of Workforce Solutions determines that your current W-2 Plan requires modification to better address the Department's policy priorities as described in the documents referenced in the Summary portion of a subsection, describe changes or enhancements to your W-2 Plan by responding to the Response Item found in the subsection. If this option will be applied to any subsection, an answer to each Response Item in that subsection is required. You may answer each subsection by using the web template and inserting your answer following each subsection, or you may write one narrative that covers the entire subsection. If you select to write one narrative, you must insert the subsection number and letter where you answer that subsection.

*Section Three: Targeted Outcome Response Items*, W-2 agencies must complete each Response Item.

## **NOTES ➤**

Regardless of which option your W-2 agency completes for each subsection, the response must not be a reiteration of what already exists in your agency's current W-2 Plan.

The maximum number of pages for your agency's Plan Modification is twenty pages (twenty-six if the template is used), not including the required DWS forms. The minimum font size is ten (10) points. If, following the state's review of your Plan Modification, additional information is required; this instruction will be revised.

The lead agency in a consortium is responsible for developing a comprehensive, integrated plan for the entire consortium.

This document can be made available in accessible formats to qualified individuals with disabilities.